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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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July 15, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding three (3) new non-represented classifications, by deleting one (1) non-represented classification, by implementing the Countywide Head Departmental Personnel Technician study, by reclassifying positions in various County departments, by making technical corrections, and by amending the County Code (Note 40 to Section 6.28.050).

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add three (3) non-represented classifications; to delete one (1) non-represented classification; to reclassify 18 positions as part of the implementation of the Head Departmental Personnel Technician study in the departments of Assessor, Board of Supervisors, District Attorney, Fire, Health Services, Mental Health, Public Social Services, Public Works, and Sheriff; to reclassify 51 positions to implement results of classification studies in the departments of Assessor, Child Support Services, Internal Services, Mental Health, Military and Veterans Affairs, Parks and Recreation, Public Health, Regional Planning, Registrar-Recorder/County Clerk, and Sheriff; to make technical corrections; and to amend the County Code (Note 40 to Section 6.28.050).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation

recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Classifications

On February 19, 2013, the Board established the creation of the classification of Inspector General (UC). In conjunction with the recommendations made by the Citizen's Commission on Jail Violence, we are establishing two (2) new non-represented classifications for addition to the Classification Plan that are restricted to the Office of the Inspector General (OIG) (Attachment A). These positions, Deputy Inspector General and Inspector, OIG will work under the direction of an Assistant Inspector General (UC). The Deputy Inspector General classification will provide independent civilian monitoring of the Sheriff Department's operations and make policy recommendations. The Inspector, OIG classification will conduct investigations of the Sheriff Department's operations and analyze collected data to facilitate the monitoring function of the OIG.

As part of the Board's October 2013 approval to fund the implementation of the Citizen's Commission on Jail Violence recommendations for the Sheriff Department, we are establishing one (1) new non-represented classification for addition to the Classification Plan that is restricted to the Sheriff Department (Attachment A). The Law Enforcement Auditor will analyze complex law enforcement operational and management practices within the Sheriff Department.

Deleted Classification

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) non-represented classification (Attachment A). This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Countywide Head Departmental Personnel Technician Study

We are implementing the final phase of the Countywide Head Departmental Personnel Technician classification study, which focused on head technician personnel and head specialist positions in each department (Attachment B). The goal of the study was to establish salary equity among departments of comparable budget size and complexity, eliminate redundant classifications, provide clarity for this core departmental function, and facilitate the recruitment and retention of supervisors in the field of personnel.

Data was collected from each County department through a classification review survey form developed specifically for this study. The survey form collected detailed information which included

the organizational structure and functional areas of responsibility for supervisory positions responsible for each department's technical personnel work. The functional areas included, but were not limited to, functions related to: Classification, Exams and Recruitment, Training and Development, Employee Relations, Return-to-Work, and Civil Rights and Affirmative Action.

Reclassifications

There are 51 positions in 10 departments being recommended for reclassification (Attachment C). The duties, responsibilities and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Technical Corrections

We are recommending technical corrections to adjust the salaries of two non-represented classifications (Attachment A). Specifically, Information Technology Security Analyst (Item No.2602) and Information Technology Security Specialist (Item No. 2603) that were adopted by your Board on October 15, 2013 pursuant to our October 8, 2013 Information Technology Occupational Study Board letter. The salaries for these classes were established pursuant to those for the represented Senior Network Systems Administrator (Item No. 2560) and non-represented Principal Network Systems Administrator (Item No. 2561), respectively. Due to the timing of the establishment of these classes, they were not included in the general salary movement approved by your Board on September 24, 2013 for non-represented classes. We are therefore recommending upward salary adjustments for these classes.

County Code Amendment – Notes to Section 6.28.050

We are revising Salary Note 40 applicable only to the Career Development Intern (Item No. 8250) classification. Since this was established as a trainee level classification (i.e., 12 to 24 month training assignment), appointment to this classification beyond 24 months, with any further compensation increases, should occur only as authorized by the Chief Executive Officer. Accordingly, we are making a technical correction to clarify the eligibility timeframes for the stated salary increase

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual savings for the 69 positions that will be reclassified is estimated to total \$133,006 (all funds). Net County cost is estimated to be \$73,397. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "WTF for", is written over a horizontal line.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:JA
SJM:mmg

Attachments

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Affected Departments

ATTACHMENT A**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED
FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/Megaflex	1651	Deputy Inspector General	NMX 113K
Savings/Megaflex	1650	Inspector, Office of Inspector General	NM 104B
Savings/Megaflex	1652	Law Enforcement Auditor	NM 101E

**NON-REPRESENTED CLASSIFICATION
RECOMMENDED FOR DELETION**

Item No.	Title
2911	Chief Investigator, Public Defender

TECHNICAL CORRECTIONS

Item No.	Title	Current Salary Schedule & Level	Recommended Correction to Salary Schedule & Level
2602	Information Technology Security Analyst	NM 97F	NM 98C
2603	Information Technology Security Specialist	NM 103H	NM 104E

COUNTYWIDE HEAD DEPARTMENTAL PERSONNEL
TECHNICIAN STUDY

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Assessor	1	Head, Departmental Personnel Technician Item No. 1850A NM 95A Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
Board of Supervisors	1	Head, Departmental Personnel Technician Item No. 1850A NM 95A Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
District Attorney	2	Head, Departmental Personnel Technician Item No. 1850A NM 95A Non-Represented	2	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
Fire – Leadership and Professional Standards	1	Head, Departmental Personnel Technician Item No. 1850A NM 95A Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
Health Services – Administration	3	Head, Departmental Personnel Technician Item No. 1850A NM 95A Non-Represented	3	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
Mental Health	5	Head, Departmental Personnel Technician Item No. 1850A NM 95A Non-Represented	4	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
			1	Senior Departmental Personnel Technician Item No. 1849A NM 91A Non-Represented

COUNTYWIDE HEAD DEPARTMENTAL PERSONNEL
TECHNICIAN STUDY (Cont'd)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Social Services	1	Head, Departmental Personnel Technician Item No. 1850A NM 95A Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
Public Works	1	Head, Departmental Personnel Technician Item No. 1850A NM 95A Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
Sheriff - Administration	3	Head, Departmental Personnel Specialist Item No. 1851A NM 97A Non-Represented	3	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
Total	18			

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS**ASSESSOR**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Departmental Chief Information Officer I Item No. 2575A N23 S13 Non-Represented	1	Departmental Chief Information Officer I (UC) Item No. 2579A N23 R13 Non-Represented

The subject position is being reclassified solely to reflect a change in the classified/unclassified status. The subject position is being removed from the classified service because of a recent departmental reorganization. Measure A removed chief deputies and assistants or deputies next in line of authority to the chief deputies from the Civil Service System. In conjunction with a reorganization of the department's Information Technology Division, the subject position no longer reports to the Administrative Deputy; rather, it now reports to an Assistant Assessor (UC). Thus, it no longer meets the criteria for classified status. Therefore, we recommend lateral reclassification to Departmental Chief Information Officer I (UC).

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**CHILD SUPPORT SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Information Systems Analyst Item No. 2593A NM 100B Non-Represented	1	Principal Network Systems Administrator Item No. 2561A NM 104E Non-Represented

The subject position will supervise five (5) Senior Network Systems Administrator and four (4) Senior Information Technology Support Analyst positions. A key function of the position is to plan, coordinate, prioritize, supervise and monitor the LAN and End-User Support Section's tasks and projects. It will provide guidance to staff in troubleshooting network communications, software and hardware problems, designing systems logic, and debugging systems program problems. It will also provide full administrative and technical supervision of staff including performance evaluation and taking or recommending disciplinary action. The position will assist management in long range planning for the department's hardware and networking requirements.

The duties and responsibilities of the position are consistent with the classification concept of Principal Network Systems Administrator. Positions allocated to this class are assigned lead roles in network design, complex server and network configuration, network administration and monitoring, upgrades, troubleshooting and maintenance on network related projects; developing and implementing policies for end user roles; and may include supervising lower level Network Systems Administrators and other technical staff. Therefore, we recommend the upward reclassification to Principal Network Systems Administrator.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**INTERNAL SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Account Clerk II Item No. 0578A NMV 66B Represented	1	Senior Typist-Clerk Item No. 2216A NMV 68A Represented

The subject Account Clerk II will be located in the Administrative and Finance Service, Human Resources Division, Personnel Operation Section and will be responsible for providing clerical assistance and support to examination analysts. Specifically, the position will provide highly specialized clerical support to the section such as typing and processing documents, reviewing reports, assisting payroll manager in reviewing and auditing payroll security roles, and ensuring internal controls are enforced. The duties and responsibilities of the subject position are consistent with the classification standards for Senior Typist-Clerk, a class that is responsible for performing skilled typing work and performing highly specialized clerical duties. As such, we recommend the upward reclassification to Senior Typist-Clerk.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**MENTAL HEALTH**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Technology Specialist I Item No. 2569A NM 110E Non-Represented	1	Information Technology Specialist II Item No. 2570A NM 115G Non-Represented
33	Mental Health Clinical District Chief Item No. 4722A NM 113H Non-Represented	2	Mental Health Clinical Program Manager I Item No. 4740A NM 105D Non-Represented
		31	Mental Health Clinical Program Manager III Item No. 4742A N23 S13 Non-Represented

The subject position reports to an Information Technology Manager II in the Technology Service Division and provides highly-responsible and complex project support spanning information, technology, integration, applications, and solutions architectures. The specific duties include leading the department's Enterprise Architecture and Standards Unit; coordinating various Information Technology (IT) architectures; developing implementation plans for the enterprise architecture based on business needs and IT strategies; and providing strategic consult to executive management by making recommendations for solutions to problems spanning the range of IT areas. The position is also responsible for creating and managing the IT architecture governance structure and process used to steer IT projects and proposals; analyzing IT industry and market trends for their potential impact on the enterprise; and participating in development of IT goals, standards and plans for business automation and budget planning.

Positions allocable to Information Technology Specialist I act as consultants to department management, or act as information technology manager or as a specialist in a particular area of IT. In contrast, positions allocable to Information Technology Specialist II provide expert technology consultation to senior management, serve as the enterprise architect for a large department, or manage large complex enterprise or Countywide IT projects. Therefore, we recommend the upward reclassification to Information Technology Specialist II.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**MENTAL HEALTH (Cont'd)**

The 33 Mental Health Clinical District Chief positions are part of the initial phase of the Clinical Manager Study, which has further entailed the creation of Mental Health Clinical Program Manager I, II, and III classifications. These classes were established as part of a broader departmental management realignment to accommodate the expansion of the department's programs and services resulting from the continued implementation of the Mental Health Services Act and the Affordable Care Act. The series was approved by the Board of Supervisors on March 18, 2014 as replacements for obsolete clinician-manager classes including the Mental Health Clinical District Chief. Positions allocated to these classes perform highly-responsible clinician-manager duties in the oversight of the department's directly-operated and contracted programs and services. As such, we recommend the downward reclassification to Mental Health Clinical Program Manager I and III.

MILITARY AND VETERANS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant I Item No. 0887A N2M 73C Represented	1	Administrative Assistant II Item No. 0888A NM 82G Represented

The subject Administrative Assistant I is located in the central administrative unit and performs a variety of functions in the areas of procurement, human resources, and information technology, and serves as Safety Officer and Training Coordinator. The position is responsible for independently maintaining the departmental inventory; managing medical, family, military and administrative leaves; coordinating all live scan checks and assessing court documents; and initiating the hiring and coordinating the onboarding processes. In addition, the position serves as the department's Safety Officer assuring safe working conditions in the department's field offices, and serves as the Departmental Security Officer assisting employees with basic troubleshooting for office equipment, providing software training, granting computer access and keeping record of all computer equipment. The duties and responsibilities of the subject position meet the classification standards for Administrative Assistant II, a class which functions as an administrative generalist. Thus, we recommend an upward reclassification.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**PARKS AND RECREATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
4	Senior Typist-Clerk Item No. 2216A NMV 68A Represented	4	Accounting Technician I Item No. 0642A NM 69D Represented
1	Staff Assistant II Item No. 0913A NM 81B Represented	1	Management Analyst Item No. 1848A NM 87A Non-Represented

The subject Senior Typist-Clerk positions report to an Accountant II within the Procurement Section, Accounts Payable Unit of the Budget and Fiscal Services Division. The positions are responsible for conducting a three-way match on invoices, receiving documents, and Purchase Orders; resolving unmatched documents with the vendor and/or department staff; completing Department-wide Payment Voucher Forms and ensuring payments are issued to vendors; evaluating and calculating discounts offered by vendors and ensuring discounts are applied; and reviewing vendor statements to determine past due invoices and developing customized spreadsheets to reconcile eCAPS payment information with vendor statements. These duties and responsibilities are characteristics of Accounting Technician I, a class that performs paraprofessional accounting work in preparing, processing, reconciling, and maintaining fiscal records requiring a substantive knowledge of County and general accounting procedures. Therefore, we recommend the lateral reclassification to Accounting Technician I.

The subject Staff Assistant II currently reports to an Administrative Services Manager II and is located in the Staff Development and Classification/Compensation Section of the Human Resources Division. The position is responsible for performing a variety of analytical and technical assignments related to classification and compensation. Specifically, the position conducts classification studies and job audits; administers requests for special pay bonuses; coordinates new position requests with the department's budget staff; interprets Human Resources policies and procedures related to classification and compensation; conducts salary surveys and research of best practices; processes training requests for department employees; and serves as the department's Learning Net and Performance Net administrator. The current duties and responsibilities performed by the position are consistent with the classification definition of Management Analyst. Positions allocable to this class perform a variety of analytical, technical and/or confidential and sensitive assignments in core functional areas such as human resources. Hence, we recommend the upward reclassification of Staff Assistant II to Management Analyst.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**PUBLIC HEALTH – PUBLIC HEALTH SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Assistant Program Specialist, Public Health Nurse Item No. 5233A N21 RN07 Represented	1	Public Health Nursing Supervisor Item No. 5236A N21 RN08 Represented
2	Assistant Program Specialist, Public Health Nurse Item No. 5233N N21 RN07 Represented	2	Public Health Nursing Supervisor Item No. 5236N N21 RN08 Represented

The first Assistant Program Specialist, Public Health Nurse is assigned to the Sexually Transmitted Disease (STD) Nursing Unit where it supervises three (3) Public Health Nurses (PHN). The subject position assigns and reviews the work of subordinate staff responsible for the case management of patients diagnosed with STD as well as conducting surveillance, and providing Field Delivered Therapy to patients.

The remaining Assistant Program Specialist, Public Health Nurses are assigned to the Childhood Lead Poisoning Prevention Program where they oversee PHN staff having responsibility of monitoring caseloads for children exposed to and/or burdened with lead poisoning. The subject positions ensure medical charts and reports are accurately documented for nursing interventions by visiting health care clinics and conducting home visits.

The subject positions serve as first level supervisor to Public Health Nurses and auxiliary staff providing generalized health and case management services. Based on the supervisory responsibilities and duties performed, the subject positions are more aligned with the Public Health Nursing Supervisor, a class primarily defined by its supervision of nursing and other personnel that provide nursing services in homes and community health centers. Therefore, we recommend upward reclassification to Public Health Nursing Supervisor.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**REGIONAL PLANNING**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Payroll Clerk II Item No. 1334A NMV 72B Represented	1	Staff Assistant I Item No. 0907A NM 74B Represented

The subject position reports to a Head, Staff Services and is located in the Administrative Services Section of the Information and Fiscal Services Division. The current duties and responsibilities include coordinating, administering, and assisting with departmental programs such as Mileage Authorization and Reimbursement, Vehicle Services, Petty Cash, Travel Services, Ergonomics, and New Hire Orientation; coordinating facilities maintenance, repairs and building projects for the Hall of Records headquarters; serving as the e-HR/Payroll Shared Services Liaison and e-HR Security Coordinator; and assisting the section head, Departmental Human Resources Manager, and Administrative Deputy with developing and implementing new policies and processes.

The duties performed are consistent with the classification standards of Staff Assistant I. Positions allocable to this class work for managers of line organizations of County departments and perform assignments which are heavily oriented towards coordination and liaison activities related to clerical supervision, procurement, procedures, report preparation and records maintenance, and intradepartmental services. As a result, we recommend the lateral reclassification to Staff Assistant I.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**REGISTRAR-RECORDER/COUNTY CLERK**

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Senior Clerk Item No. 1140A NMV 67B Represented	1	Warehouse Worker I Item No. 2331A NM 68D Represented
		1	Warehouse Worker Aid Item No. 2329A NM 66D Represented

The first Senior Clerk position is located within the Administration Bureau, Finance and Management Division, Warehouse Operations Section and is responsible for maintaining electronic records in the eCAPS System; assisting the Warehouse Supervisor by acting as lead person over lower-level staff, as needed; receiving, storing, and delivering supplies and materials; and setting up tables, weighing over 50 pounds, and chairs for meetings and special events. The duties and responsibilities of the subject position are within the classification concept of Warehouse Worker I. Positions in this class are responsible for operating a store or warehouse; maintaining property records; receiving and packing a variety of items; and assisting a higher level warehouse worker by acting as full-time lead person over a crew of helpers. As such, we recommend the lateral reclassification to Warehouse Worker I.

The second Senior Clerk position is located in the Recorder/County Clerk Bureau, Document Recording Division, Document Imaging and Mailing Section and is responsible for assisting in the warehouse by handling materials and supplies, sweeping the warehouse, and answering the telephone; retrieving used toner cartridges; collecting and transporting recycled paper; setting up tables, weighing over 50 pounds, and chairs for meetings and special events; serving as a parking lot attendant by directing drivers to designated parking areas; and patrolling parking lot in a golf cart. These duties are more comparable with the classification concept of Warehouse Worker Aid, which is an entry level class that assists higher lever warehouse workers by principally performing the manual and clerical tasks normally associated with the supply operations. Thus, we recommend the downward reclassification to Warehouse Worker Aid.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**SHERIFF - ADMINISTRATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Clerk Item No. 1140A NMV 67B Represented	2	Employment Services Assistant I, Sheriff Item No. 1923A NM 74H Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMV 68A Represented		

The subject positions report to Employment Services Assistant III in the Personnel Administration Bureau, Administrative and Training Division, where they are responsible for serving as human resources generalists and assisting higher-level staff engaged in the administration of Civil Service examinations. The positions perform a variety of technical human resources assignments such as ensuring proper policies and procedures are followed as outlined in the County Code, Civil Service Rules, and the Department of Human Resources' Policies, Procedures and Guidelines; assisting with the administration of written tests and structured interviews; coordinating the Appraisal of Promotability process; reviewing, entering and tracking applicant data; creating exam specific statistical reports for technical staff concerning pending and completed exams; and performing various human resources administrative staff duties, as assigned.

The duties and responsibilities of the subject positions are more consistent with the classification standards of Employment Services Assistant I, Sheriff, a class that assists technical staff in the performance of personnel or administrative work within the Personnel Administration Bureau of the Sheriff's Department. Positions in this class function as human resources generalists carrying out administrative or staff tasks of increasing difficulty, and analyzing problems of relatively limited scope and difficulty following specific guidelines. Therefore, we recommend the upward reclassification to Employment Services Assistant I, Sheriff.

ANALYSIS

This ordinance amends Title 6 - Salaries of the Los Angeles County Code by:

- Adding and establishing the salary for three (3) non-represented employee classifications;
- Deleting one (1) non-represented employee classification;
- Changing the salary for two (2) non-represented classifications;
- Amending Section 6.28.050-25 (Notes to Section 6.28.050); and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Assessor, Board of Supervisors, Child Support Services, District Attorney, Fire, Health Services, Internal Services, Mental Health, Military and Veterans Affairs, Parks and Recreation, Public Health, Public Social Services, Public Works, Regional Planning, Registrar-Recorder/County Clerk, and Sheriff.

JOHN F. KRATTLI
County Counsel

By: 

RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:ab

Requested: 05-23-14
Revised: 06-20-14

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries of the Los Angeles County Code relating to the salary changes, addition, deletion, and changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE		SALARY OR SALARY SCHEDULE AND LEVEL
<u>1651</u>	<u>DEPUTY INSPECTOR GENERAL</u>	_____	*	<u>NMX</u> <u>113K</u>
<u>1650</u>	<u>INSPECTOR,OIG</u>	_____	*	<u>NM</u> <u>104B</u>
<u>1652</u>	<u>LAW ENFORCEMENT AUDITOR</u>	_____	*	<u>NM</u> <u>101E</u>

SECTION 2. Section 6.28.050 is hereby amended to delete the following class:

ITEM NO.	TITLE	EFFECTIVE DATE		SALARY OR SALARY SCHEDULE AND LEVEL
<u>2911</u>	<u>CHIEF INVESTIGATOR,PD</u>	<u>01/01/2009</u>		<u>N23</u> <u>\$13</u>
		<u>10/01/2013</u>		<u>N23</u> <u>\$13</u>
		<u>10/01/2014</u>		<u>N23</u> <u>\$13</u>
		<u>04/01/2015</u>		<u>N23</u> <u>\$13</u>

SECTION 3. Section 6.28.050 is hereby amended to change the salary of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
2602	IT SECURITY ANALYST	10/15/2013	NM	97F
		*	<u>NM</u>	<u>98C</u>
		<u>10/01/2014</u>	<u>NN</u>	<u>98L</u>
		<u>04/01/2015</u>	<u>NM</u>	<u>99H</u>
2603	IT SECURITY SPECIALIST	10/15/2013	NM	103H
		*	<u>NM</u>	<u>104E</u>
		<u>10/01/2014</u>	<u>NM</u>	<u>105B</u>
		<u>04/01/2015</u>	<u>NM</u>	<u>105K</u>

SECTION 4. Section 6.28.050-25 (Notes to Section 6.28.050) is hereby amended to read as follows:

...

NOTE 40. Notwithstanding any other provision of this Title 6, persons temporarily appointed as Career Development Interns (Item No. 8250) upon completion of 12 months employment in this classification shall be granted a 5.5% increase above the compensation provided for in Section 6.28.050 of this Code if their performance is rated as "Competent" or higher. Appointment to this classification beyond 24 months, with any further compensation increases, should occur only as authorized by the Chief Executive Officer. The rate established by this provision constitutes a base rate.

...

SECTION 5. Section 6.38.010 (Assessor) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2575A	4	DEPTL CHIEF INFORMATION OFFICER I
4850A	4	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 6. Section 6.38.010 (Assessor) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2579A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFR I(UC)</u>

SECTION 7. Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	2 <u>3</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 8. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4850A	4	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 9. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	2 <u>3</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 10. Section 6.55.010 (Child Support Services Department) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2593A	4	SENIOR INFORMATION SYSTEMS ANALYST

SECTION 11. Section 6.55.010 (Child Support Services Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2561A</u>	<u>1</u>	<u>PRINCIPAL NETWORK SYSTEMS ADMIN</u>

SECTION 12. Section 6.70.010 (District Attorney) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1003A</u>	<u>2</u>	<u>ADMINISTRATIVE SERVICES MANAGER II</u>

SECTION 13. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1850A	3 <u>1</u>	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 14. Section 6.76.017 (Fire – Leadership and Professional Standards) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1850A	4	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 15. Section 6.76.017 (Fire – Leadership and Professional Standards) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	4 <u>2</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 16. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5233A	5	<u>4</u>	ASSISTANT PROGRAM SPECIALIST,PHN
5233N	23	<u>21</u>	ASSISTANT PROGRAM SPECIALIST,PHN
5236A	26	<u>27</u>	PUBLIC HEALTH NURSING SUPERVISOR
5236N	8	<u>10</u>	PUBLIC HEALTH NURSING SUPERVISOR

SECTION 17. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1003A	24	<u>24</u>	ADMINISTRATIVE SERVICES MANAGER II
1850A	5	<u>2</u>	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 18. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0578A	17 <u>16</u>	ACCOUNT CLERK II
2216A	-44 <u>45</u>	SENIOR TYPIST-CLERK

SECTION 19. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4850A	5	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 20. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2570A</u>	<u>1</u>	<u>INFO TECHNOLOGY SPECIALIST II</u>
<u>4740A</u>	<u>2</u>	<u>MENTAL HLTH CLINICAL PROG MGR I</u>
<u>4742A</u>	<u>31</u>	<u>MENTAL HLTH CLINICAL PROG MGR III</u>

SECTION 21. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1003A	20	<u>24</u>	ADMINISTRATIVE SERVICES MANAGER II
2569A	6	<u>5</u>	INFORMATION TECHNOLOGY SPECIALIST I
4722A	34	<u>1</u>	MENTAL HEALTH CLINICAL DIST CHIEF
1849A	43	<u>14</u>	SENIOR DEPARTMENTAL PERSONNEL TECH

SECTION 22. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0887A	4		ADMINISTRATIVE ASSISTANT I

SECTION 23. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0888A	4	<u>2</u>	ADMINISTRATIVE ASSISTANT II

SECTION 24. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
0642A	2	<u>6</u>	ACCOUNTING TECHNICIAN I
1848A	7	<u>8</u>	MANAGEMENT ANALYST
2216A	22	<u>18</u>	SENIOR TYPIST-CLERK
0913A	5	<u>4</u>	STAFF ASSISTANT II

SECTION 25. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
4850A	4		HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 26. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
1003A	39	<u>40</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 27. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	48 <u>19</u>	ADMINISTRATIVE SERVICES MANAGER II
1850A	2 <u>1</u>	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 28. Section 6.112.010 (Department of Regional Planning) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1334A	4	PAYROLL CLERK II

SECTION 29. Section 6.112.010 (Department of Regional Planning) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0907A</u>	<u>1</u>	<u>STAFF ASSISTANT I</u>

SECTION 30. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1140A	33 <u>31</u>	SENIOR CLERK
2329A	24 <u>22</u>	WAREHOUSE WORKER AID
2331A	2 <u>3</u>	WAREHOUSE WORKER I

SECTION 31. Section 6.120.010 (Sheriff – Administration) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4851A	3	HEAD DEPARTMENTAL PERSONNEL SPEC

SECTION 32. Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	9 <u>12</u>	ADMINISTRATIVE SERVICES MANAGER II
1923A	33 <u>35</u>	EMPLOYMENT SERVS ASST I, SHERIFF
1140A	47 <u>16</u>	SENIOR CLERK
2216A	49 <u>18</u>	SENIOR TYPIST-CLERK

SECTION 33. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.* The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the salary changes and classifications added to Section 6.28.050 of the County Code.

[JULYRECLASS2014ABCEO]
